



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus  
Tyler 142

Date: May 10, 2007  
Time: 1:30 P.M.

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### PRESENT:

Elizabeth Fineburg, Presiding  
Dr. Frederick Breitenfeld, Jr.  
S. W. Calkins  
Blake Eisenhart  
Frank Fazzalore  
Frederick Gudknecht  
Elizabeth Graver  
Otto Grupp III

Madeline Kemper  
John Long, Jr.  
Carol Mignoni Ferguson  
Garney Morris  
Bernie O'Neill  
Dr. James J. Links  
Jeffrey Garton, Esq.

### ABSENT:

Dr. Ruth Frank  
Dr. Larry Newman

The meeting was called to order at 1:45 PM by Ms. Fineburg, followed by the Pledge of Allegiance.

Ms. Fineburg announced that earlier in the day the Board of Trustees met in executive session to discuss personnel, labor relations, and real estate matters.

**Upon motion by Dr. Breitenfeld, seconded by Mr. Eisenhart, the minutes of the April meeting were approved.**

### STUDENT GOVERNMENT REPORT

Megan Downey reported that the Upper Bucks Campus will be holding a graduation celebration this week to fete the students who will be moving on. Also newsworthy at Perkasio is the Spring Fling held last week and the work done by the student group during Spring Break on behalf of Habitat for Humanity. At the Lower Bucks Campus, students participated in a number of activities to show their support for the Virginia Tech community. On May 12 Bristol students will join forces with Silver Lake staff to sponsor a clean up activity for one of the ponds adjacent to the new campus site. Newtown Campus SGA participated in the March of Dimes Walk America event and raised \$535. The outdoor movie event was held on May 5 and raised \$650 for the Bux-Mont Katrina Relief Project. In conclusion, Megan thanked everyone for their

support during the year and introduced Juli Donlen as the new Student Government Association President for the upcoming academic year.

### PRESIDENT'S REPORT

Dr. Links presented his report.

- Dr. Links congratulated Juli on her election and thanked the Megan and her outgoing team of officers for their efforts during the year on behalf of the College and the students. Dr. Links also noted that many outstanding student organizations and their leaders were honored last week at the annual Clubs & Organizations Luncheon.
- The President reported on the many interesting activities scheduled during Arts Week at Bucks. He also noted that this is a time of celebration on campus with the annual Chef Apprentice Dinner culminating the educational experience for students in that program, Radiography program graduation and Phi Theta Kappa installation, all of which serve as examples of the many ways in which we celebrate the success of our students. Finally, a campus-wide retirement celebration was held to honor those faculty and staff who are retiring, a number of whom who have worked at the College for 38 years.
- Dr. Links also shared news that Dr. Chris Bursk was awarded the 2007 Patterson Prize for Poetry. Additionally, Ed Wurster, Executive Director for Curriculum at the PSTC, has authored a chapter in a prestigious fire technology text. Finally, Dean McCreadie and Provost Annette Conn were recognized by the League for Innovation for their efforts in promoting and providing professional development opportunities on campus for faculty.
- The President noted that once again our sports teams are doing well. The equestrian team placed fourth in the national competition, the golf team is traveling to nationals, and the women's tennis team won both singles and doubles matches during state competition.
- Dr. Links related that the Trustees toured the new College Bookstore which represents the completion of the first phase of the Student Services Renovation Project. Dr. Links acknowledged the efforts of the Bookstore staff and Nancy Pruskowski, Assistant Director, Budget & Internal Audit, in bringing this project to a successful conclusion.
- President Links reported on a meeting he attended recently in Philadelphia, which was hosted by Senator Arlen Specter. Concerned citizens and college presidents across the metropolitan area will join forces to identify options to increase youth mentoring and reduce juvenile violence.
- Dr. Links also provided an update on campus activities undertaken to address concerns regarding campus security in the wake of the Virginia Tech tragedy.
- Finally Dr. Links reminded the audience of the upcoming year end events: Nursing Pinning, Honors Convocation and Commencement. The College is privileged to have

Diane Gibbons, District Attorney, County of Bucks, as its commencement speaker this year. The Trustees will also sponsor a legislative breakfast to inform state congressional representatives of issues important to community college funding and operation.

#### CHAIRMAN'S REPORT

Ms. Fineburg called on Mr. Gudknecht, Nominating Committee Chair, to report on the committee's recommendations.

**Upon motion by Mr. Gudknecht, seconded by Dr. Breitenfeld, the Board of Trustees approved the following slate of officers for 2007-2008: Elizabeth Fineburg, Chair, Elizabeth Graver, Vice-Chair, S. W. Calkins, Secretary, Frank Fazzalore, Assistant Secretary, and Garney Morris, Executive Committee.**

Ms. Fineburg thanked the members of the nominating committee for their service.

Ms. Fineburg announced the resignation of Dr. Ruth Frank as a trustee of the College and acknowledged her many contributions to the College, its students, and the community at large over her 40 year association with the College.

#### FOUNDATION REPORT

Executive Director Tobias Bruhn recognized the efforts of the Restoration Committee and its cochairs, John Long and Faith Bertholet, to return the Venetian painting, donated by a member of the Tyler family, to its original spot in Tyler 142.

Mr. Bruhn reported that the Foundation anticipates awarding in excess of \$110,000 in scholarships at Honors Convocation on May 17. The Foundation will also sponsor a reunion of the members of the first graduation class on that date.

Mr. Bruhn also acknowledged the recent contributions of 3<sup>rd</sup> Federal Bank in funding a \$500 scholarship for single mothers and Pickering Manor for its support offered in a new \$1000 scholarship for an incoming LPN student.

Finally, Mr. Bruhn reminded the audience of the upcoming Tyler Tasting event on Friday, June 8. A total of 45 establishments will be on hand, with 12 new restaurants participating.

#### BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Madeline Kemper, Chair

Ms. Kemper chaired the meeting and introduced Vice President Karen Dawkins who asked Elizabeth Kulick, Assistant Dean, Enrollment Services, to report on the current status of the new Dual Enrollment programs introduced by the Commonwealth Department of Education. Bucks

has partnerships with eight school districts currently and is working to expand its penetration in the market. Dual Enrollment is a win-win program which allows motivated, qualified students to obtain college credit while still in high school and also provides the College an opportunity to showcase its outstanding faculty and course offerings.

ACADEMIC AFFAIRS COMMITTEE - Carol Mignoni Ferguson, Chair

Ms. Mignoni Ferguson chaired the meeting and introduced Dr. Conn who asked Dean McCreddie to present the report on the Technology Learning Center (TLC). TLC provides a range of technology services to students and staff to assist them in their use of technology. The centers, which are located on all three campuses, help to maximize the return on the significant investment made by the College in technology and ensure that all users have a readily available resource for help.

Rebecca Stevenson, Executive Assistant to the Provost, reported on the Writing to Learn Project which uses brief, ungraded, low stakes writing activities to help students develop critical thinking skills and to assist faculty in assessing what students are learning. A competition was held among faculty and Professor Kelly Gredone was chosen as the winner. Ms. Stevenson also presented brief videos of Bucks faculty relating how they use the writing to learn concept in their classrooms. These videos allow part time faculty to conveniently seek ideas on incorporating the writing to learn concept in their courses.

Catherine McElroy, Dean, Academic & Curricular Affairs, reported on the goals and progress of the Transfer and Articulation Oversight Committee formed as a result of a legislative mandate to facilitate transfer of academic credit among postsecondary institutions throughout the Commonwealth. Participation is mandated for the 14 PASSHE schools and the 14 community colleges. The goal is to arrive at agreement on course equivalency in areas including math, natural science, social and behavioral science, public speaking, English composition and humanities to allow students to transfer 30 credits.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Otto Grupp III, Chair

The meeting was chaired by Mr. Grupp, who asked Vice President Karen Dawkins to present information on the Strategic Initiatives. The projects approved for Strategic Initiative funding represent activities which support the accomplishment of the Strategic Directions identified by the College community and approved by the Board of Trustees.

**Upon motion by Mr. Grupp, seconded by Mr. Eisenhart, the Board of Trustees approved the Strategic Initiatives 2007-2008.**

Next, Ms. Dawkins introduced Professor William Ford who presented an overview of the Periodic Review Report which will be submitted to the Middle States Commission on Higher Education. The report provides a response to the recommendations of the 2002 self study and accreditation teams, as well as focusing the attention of College leadership on major challenges and opportunities to be faced in the future. The next Middle States Accreditation visit to Bucks

will be in 2012. Members of the Board and Dr. Links thanked Dr. Ford for his efforts in completing this important document.

FINANCE COMMITTEE—Elizabeth Graver, Chair

**Upon motion by Ms. Graver, seconded by Dr. Breitenfeld, the Board of Trustees approved the following bid awards:**

- **ADA signage system project to Cedar Hollow Sales in the amount of \$22,641.05.**
- **Adobe Creative Suites 3 software upgrade to Software House International in the amount of \$33,970.**
- **Chemistry lab equipment to Fisher Scientific in the amount of \$16,316.07.**
- **Datatel application server equipment to Logicalis, Inc. in the amount of \$49,286.44.**
- **Fall 2007 All County Non-Credit Brochure to A.F.L. Printing in the amount of \$34,118.**
- **Library roof snow guard installation to Alper Roofing in the amount of \$29,200.**
- **LBC audiovisual equipment to Centre Business Products in the amount of \$194,154.**
- **LBC network equipment to Graybar Electric in the amount of \$75,519.**
- **LBC security camera system to Comtec Systems in the amount of \$34,868.**
- **Penn Hall classroom and computer furniture to TriR, Inc. in the amount of \$13,758.**
- **Symantec Antivirus Enterprise Edition software license renewal to Software House International in the amount of \$20,323.75.**

**Upon motion by Ms. Graver, seconded by Dr. Breitenfeld, the Board of Trustees approved the following other contracts:**

- **LBC Cisco Academy Router equipment to Cisco Systems, Inc. in the amount of \$11,383.50.**
- **Founders Hall elevator control panel repair to Thyssen Krupp, Inc. in the amount of \$12,861.**

**Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees approved waiving application fees for those students who apply to the College using the online application, and to continue to charge students \$30 for paper application, effective with applications received beginning May 11, 2007.**

**Upon motion by Ms. Graver, seconded by Mr. Grupp, the Board of Trustees approved the renewal of the Lower Bucks Campus Construction Project Builder's Risk Insurance Policy with Peerless Insurance Company in the amount of \$31,680.**

**Upon motion by Ms. Graver, seconded by Mr. Fazzalore, the Board of Trustees, as per the attached full resolution, approve the refinancing by the Bucks County Community College Authority of the 1997 Bonds and the 1997 Revenue Note.**

**Upon motion by Ms. Graver, seconded by Mr. Gudknecht, the Board of Trustees approved an amendment, as per the attached resolution, to change the name of the borrower from Bucks County Community College to Bucks County Community College Authority in the contract with PNC Bank for the \$9,950,000 Debt Financing Package for the Lower Bucks**

**Campus Construction project which was approved by the Board of Trustees in October 2006.**

Ms. Graver turned the floor over to Vice President Dennis Matthews. Mr. Matthews noted that information was provided on several change order notifications not requiring board approval. Also included were year to date financial statements indicating that the College remains on course for a balanced budget at year end, as well as information items regarding a campus mass notification system, GASB 45 requirements, and lab course fees.

HUMAN RESOURCES COMMITTEE—Garney Morris, Chair

**Upon motion by Mr. Morris, seconded by Mr. Fazzalore, the Board of Trustees approved the renewal of medical and dental insurance contracts for College employees and retirees for the 2007-08 contract year as follows:**

**Medical Insurance – Independence Blue Cross – estimated annual premium for active employees \$4,470,860, estimated annual premium for retirees \$782, 331, for an annual total of \$5,253,191.**

**Dental Insurance – United Concordia – estimated annual premium for active employees \$251,460, estimated premium for retirees \$15,322, for an annual total of \$266,782.**

**Dental Insurance – Dental Services Organization, Inc. - estimated annual premium for active employees \$102,012, estimated annual premium for retirees \$7,732, for an annual total of \$109,744.**

Information items were provided on medical and dental renewal activities, as well as revised medical and dental benefit waiver procedures.

BOARD COMMENTS: There were no Board comments.

There being no further business to come before the Board, and upon the motion being duly made and seconded, the meeting was adjourned at 2:55 PM. The next meeting of the Board of Trustees will be on June 21, 2007 at 1:30 PM on the Newtown Campus.

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S. W. Calkins, Secretary